

**BRIEFING OFFICER
APPROVAL AUTHORITY
TRAINING**

AR 95-1

2-14. Mission approval process

Commanders in the grade of lieutenant colonel and above will develop and publish policies and procedures for the mission approval process for those units under their command. Approval authorities and briefing officers will be designated in writing. Approval authorities and procedures established for tactical and combat operations may differ from those utilized for garrison operations and will be considered when developing policies.

Mission Approval Process

The mission approval process for aviation operations is completed in three steps that must be completed prior to mission execution.

Mission Approval Process

	WHAT	WHO	HOW
STEP 1	Initial Mission Approval	SAO/AASF CDR	Signed FLT Schedule
STEP 2	Mission Planning & Briefing	Briefing Officer	AZ ARNG Form 175
STEP 3	Final Mission Approval	Chain CMD Approval Authority	Risk Assessment Form

Step one: Initial Mission Approval

The AASF commander SAO or his designated representative at the appropriate level approves the mission by signing the weekly Mission Schedule Book. The commander or SAO determine the mission feasibility considering some of the following factors: alignment with the unit's mission essential task list, aircraft required and availability, availability of required special mission equipment, trained air crew availability, other training and mission impacts, tactical and threat considerations, and funding. This step is not a detailed hazard and risk analysis for specific flight operations but rather an assessment by the command on the unit's capability to accomplish the mission.

Period 1
0730-1130

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

All support personnel will report to SOF or operations at start and end of AFTP period.
REFUELER _____
OPERATIONS _____
OTHER SUPPORT _____

Period 2
1130-1530

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

Period 3
1530-2230

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

PC _____
PI _____
CE _____
PROPOSED TAKE OFF TIME _____
REF TNG _____ MSN TNG _____ STAN _____
INST _____ NVG _____ NIGHT _____ SLING _____
MSN _____

Flight Schedule Review by Facility Commander

Date: _____

Jerry F. Madison
LTC, AV, COMMANDER

Step Two: Mission Planning and Briefing

This step involves detailed planning, risk assessment and risk mitigation by the aircrew and review by the briefing officer. This **interaction** between crew and briefer is paramount to identify, assess, and mitigate risk for the specific flight or mission. Briefing officers are responsible for ensuring key mission elements are evaluated and briefed to the mission pilot in command or Air Mission Commander (AMC). If a crew member changes or a mission parameter changes which increases the resultant risk, the mission pilot in command or AMC will be re-briefed and re-approved as required. Commanders will develop local checklists and risk assessment worksheets (RAW) for briefing officers to use in assessing aircrew mission planning and risk.

Briefing Officers

Commanders will select briefing officers based on their experience, maturity, judgment, and ability to effectively mitigate risk to the aircrew. Commanders will limit the number of briefing officers to the number required to meet operational requirements and **will establish a training and certification program** to ensure standardization and understanding of the mission approval and risk management process. Briefing officers must be a **pilot in command** and qualified and current in the mission profile as determined and designated by the commander. Briefing officers are authorized to brief missions regardless of the level of mitigated risk. Self-briefing is not authorized unless approved by the first officer in the grade of lieutenant colonel or above in the chain of command.

Mission briefing officers will, at a minimum, review and assess the following key areas in the mission planning process:

- (a) The flight is in support of an operational unit mission and has been approved by the commander or his designated representative (step one).
- (b) The crew understands the mission and possesses situational awareness of all tactical, technical and administrative mission details.
- (c) Assigned flight crews have been allocated adequate pre-mission planning time and the mission is adequately planned to include performance planning, notices to airmen, and coordination with supported units.
- (d) Assigned flight crews are qualified and current for the mission in accordance with this regulation and the commander's flight crew qualification and selection program per paragraph 4-20, to include ALSE with current inspections, air crew reading file currency, and crew experience appropriate for the mission.
- (e) Forecast weather conditions for the mission, including departure, enroute and arrival weather, meet the requirements of this regulation and local directives.
- (f) Flight crews meet unit crew endurance requirements.
- (g) Procedures in the commander's risk management program are completed and mitigated to the lowest level possible.
- (h) Required special mission equipment is operational.

Briefing Form

Briefing officers will utilize AZ ARNG FORM 175. Instructions for completing Copies will be retained in unit files with the corresponding RAW for at least 30 days.

AZ ARNG MILITARY FLIGHT PLAN					DATE*	AIRCRAFT CALL SIGN	A/C DESG AND TD CODE	
------------------------------	--	--	--	--	-------	--------------------	----------------------	--

BASE OPERATIONS USE

	TYPE FLT PLAN	TRUE AIRSPEED	POINT OF DEPARTURE	PROPOSED DEPARTURE TIME (Z)*	ALTITUDE	ROUTE OF FLIGHT	TO	ETE*

REMARKS
CURRENT PIF:

FLIGHT CONDITION	
1. DAY	4. IMC/SIM IMC
2. NIGHT	5. MULTI A/C
3. ND	6. TERRAIN FLT

MS	
MISSION STATUS	CX-CANCELLED
MC-MSN COMPLET	
NC-NOT COMPLETE AS BRIEFED; SEE REMARKS	

*MANDATORY FOR ALL FLIGHTS

RANK AND HONOR CODE						VOID:		
FUEL ON BD	ALTN AIRFIELD	ETE TO ALTN	NOTAMS	WEATHER	WT AND BALANCE	AIRCRAFT SERIAL NUMBER, UNIT, AND HOME STATION		
SIGNATURE OF APPROVAL AUTHORITY		CREW/PASSENGER LIST				BASE OPERATIONS USE		
		ATTACHED	SEE PSGR MANIFEST					

CALL* SIGN	AC*	PC/SEAT*	PI/SEAT*	CREWMEMBERS*	FLIGHT* COND	MISSION*	INITIALS*		RAV*	MS*	REMARKS
							PC	BRIEFER			
		/	/								
		/	/								

ROTARY WING RISK ASSESSMENT MATRIX

1. SUPERVISION (Risk Value/Mission)		2. PLANNING (Risk Value/Time)				3. CREW SEL/PC (Risk Value/Flt Hrs)				4. CREW SEL/PI (Risk Value/Flt Hrs)							
COMMAND/CONTROL		VALUE	TACTICAL	GUIDANCE	IN-DEPTH	ADEQUATE	MINIMAL	TIME IN	TOTAL TIME	TIME IN	TOTAL TIME	TIME IN	TOTAL TIME				
		ADMIN	DAY/NIGHT	Vague	3	4	5	MTDS*	>3000	<3000	<2000	<1000	MTDS*	>2000	<2000	<1000	<500
AASF / Unit		1	1 2	Implied	2	3	4	<500	3	4	5	6	<100	3	4	5	6
Other		2	3 4	Specific	1	2	3	<1000	2	3	4	5	<500	2	3	4	5
								>1000	1	2	3	4	>500	1	2	3	4

5. CREW SEL/CE (Risk Value/Flt Hrs)					6. Time since last flight in Man/Mode				8. ALL TASKS REQUIRED ON THIS MISSION ARE SUPPORTED BY THE UNIT ATP/CMDRS TASK LIST (CTL)				9. CREW ENDURANCE						
TIME IN		TOTAL TIME			>30	30-60	60-90	>90					REST	>8 HRS	6-8 HRS	<6 HRS			
					1	2	3	4					DUTY	A - B	A - B	A - B			
AO*		>2000	<2000	<1000	<500								DAY						
<25		3	4	5	6								0-8 HRS	1	2	4	6	8	10
<50		2	3	4	5								8-12 HRS	2	3	5	7	9	12
>50		1	2	3	4								>12 HRS	3	4	6	8	10	14
For 2 CE, enter highest value only					7. Are all crewmembers RL 1				YES 0 NO +2										

10. COMPLEXITY (Value/Condition)					11. WEATHER**				13. NVG CREW SEL/PC (Tot NVG Time)					14. NVG CREW SEL/PI (Tot NVG Time)				
TYPE OF MISSION	VMC	VMC	NVG	IMC	(Risk Value/Ceiling/Visibility)				>500	<500	<400	<300	<200	>150	<150	<100	<50	<25
	D	N	HOOD		>3000/3	<3000/3	<1000/3		1	2	3	4	5	1	2	3	4	5
Multiship	2	20	4	NA	<20	1	2	4										
Sling Load	2	17	5	NA	<30	2	3	5										
Stabo/Rappel	10	20	40	NA	>30	4	5	6										
Terrain Flt	1	NA	2	NA														
Paradrop	10	25	NA	NA														
Routine	1	10	2	3														
NOE	2	NA	4	NA														

All SAD MSN & Search & Rescue +5	90-70	69-50	49-30	<30
Terrain Flt Opns Above 5000' DA or PA +5	0	1	2	4
Static Display +5	NO MOON. ENTER 3			

RISK VALUES: DAY/NIGHT MISSIONS #A/C					RISK VALUES DAY/NIGHT MISSIONS #A/C					RAV UNAIDED MISSIONS		APPROVAL		RAV AIDED MISSIONS	
1	2	3	4	5	1	2	3	4	5						

1. Supervision	---	---	---	---	11. Weather	---	---	---	---	Low Risk	<35	ANY BRIEFER	Low Risk	<40
2. Planning	---	---	---	---	12. Addn'l Risk Factors	---	---	---	---	Medium Risk	35-49	FAC/BN CDR/OPS OFF/SOP	Medium Risk	40-54
3. Crew Selection/PC	---	---	---	---	13. NVG Crew Sel/PC	---	---	---	---	High Risk	50-60	SAAC/REGT CDR	High Risk	55-65
4. Crew Selection/PI	---	---	---	---	14. NVG Crew Sel/PI	---	---	---	---	Ex High Risk	>60	GEN OFFICER	Ex High Risk	>65
5. Crew Selection/Add	---	---	---	---	15. NVG Crew Sel/CE	---	---	---	---					
6. Recency of Flight	---	---	---	---	16. Illumination	---	---	---	---					
7. All crewmembers RL1	---	---	---	---	17. Moon Angle	---	---	---	---					
8. CTL Task	---	---	---	---	18. Misc Risk Factors	---	---	---	---					
9. Crew Endurance	---	---	---	---										
10. Complexity	---	---	---	---										

TOTAL RISK VALUE

ADDITIONAL COMMENTS
*Mission/Type/Design/Series
**Visibility values are given in miles

Safety Considerations: Enter all Risk Management Control Factors Below

Mission Limitations: 1. 7.

Command and Support Information: 2. 8.

Emergency and Call Signs: 3. 9.

4. 10.

5.

Step 3: Final Mission Approval

The final approval authority reviews the mission validity, planning, and risk mitigation. Based on the resulting mitigated risk, the appropriate final approval authority authorizes the flight operation in accordance with the commander's policy. The final approval authority initials the risk assessment worksheet authorizing the flight and the briefing officer initials the mission briefing (AZ Form 175 (Mission Brief/Risk Assessment)) with the pilot in command. Briefing officers and final approval authorities may give oral approval if necessary.

Final mission approval authority

The chain of command determines if the level of risk is acceptable for the mission. The chain of command accepts this risk and is the final approval authority on all missions.

Commanders in the grade of lieutenant colonel and above will designate final mission approval authorities in writing and the level of risk mission (low, moderate, high, extremely high) they are authorized to approve. Commanders will select final mission approval authorities from the chain of command based on their maturity, experience, and judgment and will establish a training and certification program to ensure standardization and understanding of the mission approval and risk management process. At a minimum, battalion commanders and above are the final mission approval authority for medium-risk missions, brigade commanders or above for high-risk missions, and the first general officer in the chain of command for extremely high-risk missions. Approval authorities are based upon levels of command authority and not rank. For units lacking these positions, MACOM commanders may adjust them within these guidelines.



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THE ADJUTANT GENERAL
MAJOR GENERAL DAVID P. RATAJAK
DIRECTOR

AZAA-AV

23 JUN 05

MEMORANDUM FOR RECORD

SUBJECT: Aircrew Mission Briefing and Risk Approval Authority
Policy Letter 05-01

1. The following guidance is issued to clarify procedures on how AZ ARNG aviation personnel will comply with the VCSA Aviation Safety Directive/Guidance issued December 2004 on Aircrew Mission Briefings and Risk Approval authority. The following procedures are effective immediately for all aviation organizations.
2. The process of authorizing a flight in AZ ARNG aircraft will include three separate actions; mission acceptance, aircrew mission briefing (AMB) approval and risk level approval.
3. Mission acceptance will be conducted by the appropriate unit commander. Units will identify the method used to approve the mission.
4. AMB approval will be conducted by aviation personnel authorized by Orders signed by Commanders in the grade of O-5 or higher. The purpose of the AMB is to review the mission with the crew to insure they can safely execute the mission at the lowest level of risk possible. Aircrew Mission Briefing approval authorities will be a Pilot in Command. The briefer must also be current and qualified in the mission profile to be flown. This requires that the aviator be approved to conduct flight duties and tasks in the environment to be flown (Day, Night, NVD, NBC, etc.) and they are current in the mission profile (internal loads, external loads, RAID, aerial gunnery, etc.) IAW the individuals CTL.
5. Orders authorizing risk level approval authority are signed by senior Commanders in each organization and designate who may approve each level of risk. Commanders have overall responsibility for all air and ground operations under their control. O-5 Commanders and above, or their designated representatives will approve missions as authorized in approval Orders. Risk level approval authorities are not required to be PCs.
6. Telephonic mission approval, AMB and/or risk level approval authority is authorized but will be the exception and not the rule.



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7. One individual meeting all requirements can conduct the AMB and approve the risk level when limited personnel are available and operational necessity dictates. This again will be the exception and not the rule. The intent of this policy is to get two qualified personnel looking at the mission whenever possible.

8. An aviator may be the AMB Briefer and/or the risk approval authority and also fly the mission if the aviator meets all requirements, if operational necessity dictates. This again will be the exception and not the rule.

9. POC for this action is the undersigned at x2864.

//ORIGINAL SIGNED//

PATRICK J. MCCARVILLE
COL, AV, AZ ARNG
Deputy Chief of Staff for
Aviation and Safety

Other References

- STM 05-05
- STM 06-03
- SAO Policy Letter 05-01

RISK MANAGEMENT PROCESS

EXAMPLE

- IDENTIFY HAZARDS (In Terms of METT-T).
WIRES AT LZ.
- ASSESS HAZARDS (Type, Size, Location, etc.).
100' TALL, LOCATED ON NORTH & EAST SIDES.
- DEVELOP CONTROLS & MAKE RISK DECISION.
APPROACH FROM SOUTH, DEPART TO WEST,
OR VICE-VERSA.
- IMPLEMENT CONTROLS.
MAKE LZ SKETCH AND MARK MAPS.
- SUPERVISE & EVALUATE.
BRIEF CREWS.
FLY TRAIL IN 1ST LIFT.
TRANSMIT FURTHER INSTRUCTIONS BY RADIO
IF REQUIRED.

QUIZ

Click on the link below to access the
Briefing Officer/Approval Authority Quiz

<http://ang.quizstarpro.com>

Log-in and Click “Search” Tab
Class Name = Briefing Officer/Approval
Authority Training